## CONSULTATION AGREEMENT/POLICY (DELETE POLICY OR AGREEMENT AS NECESSARY)

For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The business is committed to providing a safe workplace, safe work methods and a safe working environment. To achieve this objective it is also committed to providing consultation between management and its workers.

The business willingly embraces the concept of consulting with its workers. Each worker is invited to speak to the proprietor/manager on any safety related issue or hazard which could lead to illness or injury and have an undesirable effect.

The business recognises its responsibilities in work, health and safety and wishes to act in a proactive manner to identify, assess and control unwanted risks in their operations. It will encourage participation in all risk assessments to ensure consultation takes place.

The business will consult with workers whenever proposed changes will affect the health and safety of workers and also:

* When it is making decisions about the adequacy of facilities for the welfare of workers;
* When altering consultation arrangements;
* When resolving health and safety issues;
* When altering health monitoring arrangements; and
* When providing information and training for workers.

The business will make available reasonable time to meet and discuss any issue that concerns all workers as well as making available information on changes to equipment or work methods so that all are informed about possible changes before they occur.

**Manager**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Include employees names and signatures if you have established an agreement rather than a policy. If a policy delete this section)**

We the workers listed below agree to consult with the manager over safety related issues whenever necessary to ensure accident prevention.

**Crew Members**:

**Attachment 2 only applicable if elect to form a Work Heath and Safety Committee**

**WORK HEALTH & SAFETY COMMITTEE CONSTITUTION**

**1.0 Committee** The Committee will be known as the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Health and Safety Committee.

**2.0 Aim** The aim of the committee is to assist both the employer and its workers in the prevention and control of accidents in the workplace.

**3.0 Scope** The functions of the committee will be as follows;

a) To act in an advisory role to the employer in respect to accident prevention.

b) To create and maintain an active interest in all workers in the reduction of work related injuries, work illnesses, and hazards.

c) To advise on the measures to be taken to increase awareness through education and training of the workers in health and safety matters.

d) To encourage and facilitate cooperation between the employer and its workers in developing, documenting and implementing practices and procedures designed to reduce risks in the workplace.

e) To assist management in the formulating and dissemination of information, standards, rules, procedures to reduce the likelihood of accidents.

f) To review the workplaces for hazards and dangerous occurrences and provide a documented record of the auditing process complete with recommended action.

g) To maintain minutes of meetings held by the committee in accordance with the Regulations.

h) To assist in the resolution of issues concerning work health and safety.

**4.0 Decision Making Process** At each meeting there will be at least one employer representative who will be able to make decisions relating to the committee’s recommendations. If the appointed representative is unable (ie lacks authority) to make decisions, a more senior manager will sit in the meeting during discussion of the relevant issue.

**5.0 Membership** The committee will consist of elected worker representatives (half the total number) and appointed employer representatives. The elected members will represent the major work areas or departments of the employer. Other staff advisers may attend on a needs basis.

**6.0 Elections of Employee Reps** Workers will be elected through a formal election process following expressions of interest. If workers will not stand for election, the employer will call for volunteers.

The members are elected for a term of two years from the date of election.

**7.0 Appointment of Employer Reps** The Employer representatives will be appointed by senior management for a term of two years or when released from the appointment.

**8.0 Chairman** The Committee will elect a Chairman from their representatives.. The term of office will be for the complete term of the committee. However, if the Chairman wishes to step aside, a new election can be held.

**9.0 Secretary** A Secretary will be elected from the total committee membership. The incumbent will collate agenda items with the approval of the Chairman and other documents before each meeting. He/she will write an accurate account of the meeting and submit the Minutes to the members within two weeks after the meeting.

**10.0 Support Services** The Secretary will ensure the Meeting Room, facilities and documentation is available. The employer will provide support services in the form of typing and other clerical functions as needed.

**11.0 Meetings** A meeting will be held monthly or at such frequency as directed by the Chairman following consultation with the Employer but not less than once each 3 months.

A Quorum will be three elected members and one decision maker. All meetings will be minuted in accordance with the Regulations.

A copy of the Minutes will be made available for each member of the Committee. Additional copies will be made available for the General Manager and Management Executive Group as well as copies for all staff noticeboards. The original copy of the Minutes will be retained by the Employer for safe keeping.

**12.0 Information for Committee** The committee will have access to all relevant safety information, including injury records, statistics, policies, procedures, and technological changes in process or equipment.

**13.0 Attendance of Non Members** Non members will be able to attend meetings in two capacities. As observers who will not be able to speak at the meetings. Or visitors who will be able to speak at the meetings and present information under the direction of the Chairman.

**14.0 Communication with Workers** The Employee Representatives will be able to speak to the other workers within their own section for the collection of facts or opinion during working hours. If necessary the Representative should seek approval to hold a short meeting to report back urgent details concerning an accident or serious incident.

**15.0 Workplace Inspections** The committee may conduct regular audit inspections of all the workplaces operated by the employer including office areas and facilities where it is thought there could be a hazardous situation.

New committee members can ask for a management representative to show them around the work areas in order to facilitate a better understanding of the employer’s operations.

The committee may conduct a formal inspection following a complaint from one or more of the workers, or following an accident.

**16.0 Constitutional Changes** To effect a change of constitution the member wishing the change will prepare a draft for consideration of the committee. To have the change passed by the committee, there will be total consensus. A quorum must be present at the time of the meeting.